

Committee Assistants

The Office of Legislative Council is now hiring seasonal committee assistants for the 2016 legislative session.

Committee assistants schedule hearings and meetings, record proceedings, maintain committee documents, and assist committee members, witnesses, and members of the public. Candidates must be professional, have excellent communication and interpersonal skills, and be able to use e-mail, Microsoft Office, and similar programs.

The Office of Legislative Council provides the General Assembly with nonpartisan legal advice and bill drafting services; administrative committee and operations support; and information technology services. As a result, applicants must be able to interact with all members and staff of the General Assembly in a professional and nonpartisan manner.

No legislative experience is necessary and training will be provided. Positions are session only (anticipated January–May). Wage is \$16 per hour, no benefits.

Please submit a resume and a cover letter by Monday, November 9th to: applications@leg.state.vt.us. Please include the subject line: "Committee Assistant" in your e-mail.